

Phoenix Program
Process Definition – LABOR DISTRIBUTION

Process	<i>Manual Correction/Distribution of Records</i>
Process Number	<i>LD – 004 (REVISED 3-15-99 – REPLACES 3-12-99)</i>

Description of Process

This process allows the user to access individual records through an on line panel for the purpose of:

- Making corrections to chartfield values.
- Distributing earnings by hours or percentages.

Input to Process

1. Appropriate search keys: Business Unit, Pay end date, and Employee ID or name.
2. Data entry of correct chartfield and distribution values.

Output of Process

1. Display of desired record.
2. Distributed or corrected or salary expense data for update to General Ledger and A/P module.

Service Level Agreement Required? (if yes, provide a brief description)

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PeopleSoft Panel Groups being Used

Function	Panel Group
	Labor Distribution

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Business Process Description

Process Description	Responsibility (Agency/Centralized)
<u>Step 1:</u> Enter appropriate search keys. Record is displayed.	Agency
<u>Step 2:</u> Select range for correction or distribution from a check box which defines two available options: <ol style="list-style-type: none"> 1. Global processing. 2. Restricted processing 	Agency
<u>Step 3:</u> Select processing action from three options: <ol style="list-style-type: none"> 1. Correct Chartfields 2. Distribute by percentage 3. Distribute by hours 	Agency
<u>Step 4:</u> Perform correction/distribution through on line data entry.	Agency
<u>Step 5:</u> Save panel.	Agency

Forms Used with Process (#)

**Attach sample form(s)

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Process Flow Diagram (if appropriate):

Update/Display -- Labor Distribution

Business Unit:	<input type="text"/>	OK Cancel
EmplID:	<input type="text"/>	
Name:	<input type="text"/>	
Pay Period End Date:	<input type="text"/> ▾	

Labor Distribution - Use - Labor Distribution

File Edit View Go Favorites Use Process Help

Labor Distribution

Business Unit:	46200	Check #:	100997	Off Cycle?:	N
Pay Period End Date:	01/31/1997	Check Date:	01/31/1997	Status:	None
EmplID/Rcd#:	E500	Position:	00001000	Frequency:	M
Name:	Poole,Erin				

Payroll Data

Earn Code/Seq.:	HOL / 1	Amount:	700.00	Hours:	16.00
Distribution Processed:	N	Project/Grant:	08001	Account:	46200
Organization:	D1000	Program Code:	04000	Sub-Cls:	APPRO

Labor Changes

Select All Earnings for Check? ☐

☒ Correct Chartfields
☐ Distribute by percentage
☐ Distribute by hours

Project/Grant: ▾ Acct: ▾

Org: ▾ Program Code: ▾ Sub-Cls: ▾

Labor Distribution Update/Display

Process Signoff

Tested By
Date Tested